**Question Two:**

The weekly number of people employed in COVID-19 related contact tracing roles for Victoria since 1 January 2020. Please provide:

1. Qualifications of each employee
2. The employer of each employee (Helloworld, Stellar Pty Ltd, DHHS etc.)
3. The weekly average hours worked since 1 January 2020
4. FTE for each employee.

**Item A - Qualifications of each employee**

**Department response:**

* The department employs suitably qualified epidemiologists, case, contact and outbreak management staff, senior medical advice officers and specialist medical officers (including the Chief and Deputy Chief Health Officers) to support the department’s ongoing response to the COVID-19 pandemic.
* Job Card and Position Descriptions have been provided for relevant contact tracing related roles within the Case, Contact and Outbreak Management function within the Department of Health and Human Services.
* DHHS does not hold a copy of the qualifications of each employee, once an employee has commenced their employment with the department.
* Qualifications, experience and skills are vetted through the recruitment process.
* Each role recruited for the COVID 19 response is done via a Job Card or a Position Description. The Job Card and Position Description outlines the skills, expertise and qualifications expected for each role. The person is selected on the basis of their qualifications, skill, expertise and fit for the role. (ZIP file will be provided)
* Job Cards and Position Descriptions will be provided for most roles within the COVID response.
* During the initial stages of the Emergency Response some staff were reassigned to COVID duties based on an expression of interest (EOI) or recruitment process where the skills, experience, and preferences of the employee were taken into account and the deployment period was for weeks or months, not exceeding six months.
* To provide individual qualifications would require retrieving the resume of each staff member and would not meet timelines.
* Please note, DHHS is investing in a whole of government end-to-end human resource system (Human Capital Management System) as part of the One VPS, that will capture these data in the future. There is significant work occurring in DHHS Workforce Readiness Centre that will also assist with the collection of this information

**Item B - List of Agencies and Organisations that employ staff to contact tracing related roles**

**Department Response - Provided**

**The below table lists the Agencies and Employers**

**Supporting Data – TAB 1 – Agencies and Employers**

|  |
| --- |
| Australian Defence Force |
| Ambulance Victoria |
| Births, Deaths and Marriages  |
| Cabrini Hospital  |
| Department of Health and Human Services |
| Eastern Health |
| Epworth Hospital  |
| Fines Victoria  |
| Hays |
| Interstate Seconded ACT Government Employees |
| Interstate Seconded NSW Government Employees |
| Interstate Seconded QLD Government Employees |
| Interstate Seconded SA Government Employees |
| Interstate Seconded TAS Government Employees |
| Interstate Seconded WA Government Employees |
| KPMG |
| McArthur |
| Melbourne Sexual Health Clinic |
| Victoria Police  |
| Other Victorian Government Departments |
| WorkWise |
| Your Nursing Agency (YNA) |
| Commonwealth Government  |
| HealthDirect  |
| Helloworld  |
| Ernst & Young |
| Stella Australia |
| NSW Health  |
| QLD Health |
| SA Health  |
| Tasmania Health  |
| Other |

**Item c: The weekly average hours worked since 1 January 2020**

**Department Response – Not Provided**

**Supporting Data - NIL**

* It is not possible to provide these data for the Case, Contact and Outbreak Management function within the Department of Health and Human Services. This is due to the composition of the sources of the workforce that comprise the Case, Contact Outbreak Management function within the department.
* Please note that many of the employees within the Case, Contact and Outbreak Management function are paid by external organisations and the collection of this information may not be available for all employees, including staff who were not required to be rostered on shift patterns while engaged by DHHS.  When this occurs, only the headcount of the employee will be recorded.
* Under the VPS Industrial Relations Framework, several seconded staff from other VPS departments remained on their home department’s payroll system and therefore the department does not have access to this data within the timeframes requested.
* Some employees who were seconded from other organisation (including health organisations) have remained on their home organisations payroll system. The Department does not have access to this data within the timeframe requested. The Department will need to submit a formal request to these organisations for the relevant payroll data.
* For staff engaged via labour hire arrangements or through commercial contracts with the department, the department has procured the contract details for these staff. However, this will not necessarily outline each employees’ weekly average hours nor FTE as requested in 2) c) and d). The department would need additional time to provide this data.
* Case and contact staff work 24/7, with outreach for case and contact management with members of the Victorian public occurring between 8am and 10pm.

**Item d. FTE for each employee.**

**Department Response**

* Headcount provided

**Supporting Data**

**Attachment 1 – TAB 2 – Headcount**

* Headcount has been provided due to the sources of the workforce that comprises the Case, Contact Outbreak Management function within the department.
* Many of the employees within the Case, Contact and Outbreak Management function are paid by external organisations and the collection of this information is not be available for all employees.
* On 29 January the Health Protection Branch identified the need to establish an Incident Management Team to respond to the emerging threat of COVID-19 Cases within Australia.
* The initial public health response team from the Health Protection Branch comprised approximately 57 people.
* There were 255 people working in the Case, Contact and Outbreak Management function on the 1 May 2020.
* On the 23 June 2020, the Public Health Emergency Operations and Coordination Division was established within the department. As a result of this division being established the department began to formalise structures and reporting arrangements in its HR systems.
* The department has provided the headcount of staff engaged specifically within the Case, Contact and Outbreak Management function from June to 24 October, which is used to inform part of the department’s overall Public Health workforce figures.
* The data has been provided in a deidentified manner to protect the privacy of individual employees. The data is provided as a unique identifier.
* The headcount provided is based on fortnightly payroll data for DHHS employees.
* Please note that many of the employees within the COVID-19 Response are paid by external organisations and the collection of this information may not be available for all employees, including staff who were not required to be rostered on shift patterns while engaged by DHHS.